



CITY OF AKRON, OHIO
POLICE DIVISION
AUGUSTUS A. HALL, CHIEF OF POLICE

NUMBER P-2010-029	EFFECTIVE DATE May 19, 2010	RESCINDS P-2007-029 Issued 1-10-07
SUBJECT Radio and Communications Procedure		ISSUING AUTHORITY Chief Augustus A. Hall

I. POLICY

For the safety of the members of the Akron Police Department and in accordance with Federal Communications Commission regulations, members will maintain proper radio discipline by adhering to all rules, regulations and procedures concerning the use of the radio communications system.

II. PROCEDURE

A. RADIO DISCIPLINE

1. All radio positions will be used to conduct official police business only.
2. When practical and appropriate, all lengthy messages shall be given by telephone, Mobile Data Terminal (MDT), or nonprimary channels.
3. Personnel are prohibited from using bantering, sarcastic, derogatory, inflammatory remarks while operating a police radio. Unnecessary voice inflections or profane speech are prohibited when operating a police radio.

B. COMMUNICATION SECURITY

1. Unencrypted police radio positions are not secure because the public has access to these frequencies.
2. Encrypted channels can be scanned with the proper equipment.
3. Computerized Criminal History (CCH) information shall not be transmitted by radio except in emergency situations.

C. OFFICER'S RESPONSIBILITIES

1. Units shall respond to the initial transmission from the dispatcher with their unit number and location.

2. Acknowledgment of a call for service shall be made by the assigned unit repeating the location of the call.
3. Upon the arrival at the scene of any call, the unit shall notify the dispatcher. This notification can be through radio communication or by pressing the appropriate MDT function key.
4. Upon completion of a call, the responding unit shall provide the dispatcher with a disposition. No unit shall leave the location of a call for service without clearing the call or notifying the dispatcher of their change in location.
5. Releasing the identifying information of a caller is left to the discretion of the officer.

D. SUPERVISOR'S RESPONSIBILITIES

1. Police field supervisors shall be held accountable for monitoring communications originating from the field officers.
2. The supervisor approving or overseeing a special detail shall ensure that Safety Communications is notified.
3. Field supervisors may be responsible for monitoring waiting calls for service if Safety Communications is operating without a police sergeant on duty.

E. SAFETY COMMUNICATIONS' RESPONSIBILITIES

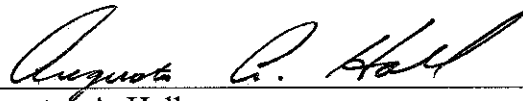
1. All calls for service shall be dispatched based on priority.
2. Urgent calls shall be broadcast on all channels.
3. Safety Communications police supervisors shall be held accountable for monitoring the communications that originate from the Safety Communications Center.

F. GENERAL RADIO USAGE

1. Officers shall maintain radio communications at all times during their tour of duty unless otherwise directed. Officers who are going to be off the primary dispatch channel for an extended period of time are to notify the dispatcher.
2. All radio transmissions shall be brief and precise, using radio signals whenever possible.
3. All MDT transmissions shall be treated like any other radio communication. MDT messages are recorded and subject to the same rules that apply to a voice radio transmission.

4. Personal telephone numbers should be transmitted by telephone or MDT.
5. When emergency radio traffic is declared all other personnel shall cease non-emergency transmissions until a notification is made to return to normal radio traffic.
6. Officers and employees shall report faulty radio equipment to their immediate supervisor. The immediate supervisor will then notify the Services Subdivision of the faulty radio equipment.
7. Spare radios used for any single tour of duty shall be obtained from Safety Communications and must be returned at the end of the tour of duty. Officers needing a spare radio for an extended period of time will obtain one through the Services Subdivision.
8. No officer shall work any police secondary employment without being equipped with a hand held radio.
9. Requests for copies of radio or telephone transmissions will be made to the Police Record Room on the approved form.

By Order Of,



Augustus A. Hall
Chief of Police

Date 3-23-10

AKRON POLICE RADIO SIGNALS

- | | |
|-------------------------------|---------------------------------------|
| 1. Personal | 24. In Court |
| 2. Meet a Party | 25. Radio Check |
| 3. Lunch | 26. Misdemeanor Warrant |
| 4. Drunk | 27. Felony Warrant |
| 5. Emergency Radio Traffic | 28. Call Home |
| 6. Robbery | 29. Out of Service |
| 7. Burglary | 30. Suicide |
| 8. Accident | 31. Location |
| 9. Suspicious Person | 32. Need EMS |
| 10. Fight | 33. Shooting |
| 11. Tampering w/Motor Vehicle | 34. Stabbing |
| 12. Make a Report | 35. Tow Truck |
| 13. Prisoner | 36. Wagon |
| 14. Traffic Complaint | 37. Alarm |
| 15. Juvenile | 38. Shoplifter |
| 16. Animal Complaint | 39. Traffic Stop |
| 17. Make Phone Call | 40. Special Detail |
| 18. Come to Station | 41. Fighter |
| 19. Bomb Threat | 42. Non-Emergency Request for Back-Up |
| 20. Fire | 43. Mental Case |
| 21. OFFICER NEEDS HELP | 44. Confidential Information |
| 22. Fatality | 99. Do You Need Help? |
| 23. In Service - Available | 100. SWAT Situation or Call Up |

**PHONETIC ALPHABET FOR
RADIO COMMUNICATION**

A	Akron	N	Nora
B	Boy	O	Ocean
C	Charles	P	Paul
D	David	Q	Queen
E	Edward	R	Robert
F	Frank	S	Sam
G	George	T	Tom
H	Henry	U	Union
I	Ida	V	Victor
J	John	W	William
K	King	X	X-ray
L	Lincoln	Y	Young
M	Mary	Z	Zebra